



## VACANCY ANNOUNCEMENT

**POSITION:** **TEAM LEAD AND SENIOR POLICY ANALYST FOR ECONOMICS AND TRADE**

**VACANCY NUMBER:** **001-2015-TL-SPAEC**

**SALARY:** **Commensurate with Experience** - Salary level will be determined based on position-related experience, professional accomplishments, and relevant education.

**POSITION INFORMATION:** **Administratively Determined, Full-Time, Term-Appointed Position** (The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

**DUTY LOCATION:** Washington, DC

**WHO MAY BE CONSIDERED:** Open to all qualified U.S. Citizens

**SPECIAL REQUIREMENTS:** Finalists will be required to sit for a research and writing examination administered at the USCC offices in Washington, DC. (which will not exceed 3 hours). The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret//SCI level.

**PROMOTION POTENTIAL:** No

**CLOSING DATE:** **March 23, 2015**

**CONTACT:** Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

### **ABOUT THE COMMISSION**

The U.S.-China Economic and Security Review Commission (USCC) was created by the United States Congress in October 2000, as a nonpartisan, legislative branch Commission. The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in the relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy and natural resources, 4) investment and capital markets, 5) China's military, 6) China's cyber capabilities, 7) China's fiscal and monetary policy, 8) China's foreign policy, 9) China's compliance with the World Trade Organization, 10) freedom of speech and information in China, and 11) food, drug, and other product safety in China. You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Responding to direction from the Executive Director and commissioners, and coordinating with internal and external stakeholders:

1. Lead and manage the unclassified and classified research and analysis of 5-8 analysts, fellows, and interns of the Commission's Economic and Trade Team. The Team's portfolio includes, but is not limited to: monitoring and assessing U.S.-China bilateral trade and investment flows, and their impact

on U.S. national security, industries, and workers; China's adherence to U.S.-China bilateral commitments, its obligations as a member of the World Trade Organization, and other multilateral agreements; the overall state of China's domestic economy, including economic rebalancing; and China's evolving policy landscape, including market access for foreign companies, protection of intellectual property rights, food and product safety, and energy and technology development. As Economics Team lead, assemble and supervise a team of economic analysts, fellows, and interns to engage in extensive and detailed analysis and assessments of issues in the purview or affecting the responsibilities of the USCC; plan, analyze, evaluate, and interpret economic and trade data and their impacts on the U.S.-China trade balance, China's adherence to WTO obligations, and bilateral trade agreements.

2. Work closely with the Security and Foreign Affairs Team lead to ensure the requirements for both teams are met, as necessary and/or required, on staff products, briefings, annual report sections, hearings and all other production applicable to both teams.
3. Serve as a subject matter expert and advisor on Chinese economic and trade issues and U.S. policy responses for Commissioners, members of Congress and their staffs, and Congressional committees.
4. Initiate, develop, manage and lead the drafting of memos and reports, often for public dissemination, on the issues noted in paragraph 1.
5. Manage and lead the drafting of assigned portions of the Commission's Annual Report to Congress.
6. Manage and lead the substantive and administrative support for Commission events—including hearings, briefings, roundtables, and conferences—on the issues noted in paragraph 1.
7. Ensure the Team's analytic products are: accurate, timely, predictive, and cogent; satisfy the requirements of Commissioners and Congress; fully coordinated both within and outside the U.S. Government; reflect the Commission's positions, and; relevant to Congressional policy making; and meet professional and tradecraft standards.
8. Advise the Executive Director on the direction and allocation of the team's human, information, and financial resources.
9. Perform a wide range of supervisory duties to include: assigning and prioritizing assignments; monitoring and evaluating employee performance; recruiting, developing, and retaining a diverse, high-quality workforce; and, recommending corrective or disciplinary actions as appropriate.
10. Draft communications for Commissioners to a wide variety of audiences and represent the staff at conferences and with universities and private sector groups.
11. Prepare Commissioners for testimony before Congress and draft testimony or other presentations to the Congress for use by Commissioners. Provide official responses to Congressional inquiries and legislated reporting requirements.
12. Mentor and guide junior personnel in developing their research, analytic tradecraft, writing, and briefing skills. Provide tailored coaching to improve their performance and analytic skills.
13. Develop and sustain a professional network with China analysts in the U.S. government, private sector, and academia.

14. Perform other duties as assigned by the Executive Director and Commissioners.

## **QUALIFICATIONS**

### **MANDATORY QUALIFICATIONS:**

1. Must be able to obtain and retain a Top Secret security clearance with Sensitive and Compartmented Information access.
2. Expert knowledge of U.S. trade laws, regulations, and procedures; the World Trade Organization and its regulations and procedures; other multilateral organizations through which the complexion and process of global trade, financial, and economic activity is determined; and the structure, missions, capabilities, budget, and activities of U.S. government agencies with responsibilities for conducting and supervising bilateral and multilateral trade and economic relations for the United States.
3. Expert knowledge of international economics and the application of economic principles in U.S. bilateral and multilateral trade, financial and economic relations. Experience in researching and writing about international economics, finance and trade.
4. Expert and up-to-date knowledge of the trade policies and practices of the People's Republic of China, Taiwan, and Hong Kong, and the organization and structure of the agencies of the governments of these jurisdictions and responsibilities for determining, supervising, and conducting trade policies and bilateral and multilateral trade relationships.
5. Expert knowledge of the overall status and complexion of international trade, with special emphasis on the activities of the People's Republic of China, Taiwan, and Hong Kong in that status and complexion.
6. Expert knowledge of the trade and economic policies and goals of the United States Congress and Executive Branch, especially those pertaining to the People's Republic of China and Taiwan and, more broadly, to the Asia-Pacific Region.
7. Knowledge of the history of the People's Republic of China, Taiwan, and the Chinese culture and government.

## **HIGHLY DESIRED QUALIFICATIONS:**

(Not required, but may be considered in the selection process)

1. Experience living or working in the People's Republic of China, Taiwan, or Hong Kong. Also helpful: Experience living or working elsewhere in the Asia-Pacific Region.
2. Ability to speak, read, and write Mandarin Chinese.
3. Work as a member of the staff of the U.S. Senate or House of Representatives, particularly with responsibilities for issues pertaining to China or Taiwan, or the Asia-Pacific Region – or responsibilities for broader trade and economic matters.
4. Work within the U.S. Executive Branch, particularly with responsibilities for issues pertaining to China and/or Taiwan, or the Asia-Pacific Region – or responsibilities for broader trade and economic matters.
5. Graduate degree focused on (a) trade, international commerce or finance, macroeconomics, or international relations or business studies and (b) Chinese culture, history, language, etc., or broader Asian culture, history, or language.

The responsibilities of this position customarily entail addressing highly complex and sensitive problems, activities, and issues and therefore require sophistication of knowledge and judgment and carefully reasoned application of that knowledge and judgment in personal interactions.

## **HOW TO APPLY**

You must submit a complete application package via email to [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov) . Your application package must include:

### **1) Cover letter, to include:**

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position
- d. Concise, point-by-point responses to all **mandatory qualifications** and **highly desired qualifications** listed above
- e. Your salary requirements and/or salary history

### **2) Professional Resume**

- a. Chronological work history [starting with the most recent position held], education [including degrees and dates attained], applicable publications, etc.)
- b. Position-related training courses (title and year)
- c. Job-related skills (e.g., computer software, program and database programs, etc)
- d. Job-related certificates and licenses
- e. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

### **3) Current Writing Sample**

(Preferably an essay on an economics or trade issue – *writing and editing must be your own work* and should not exceed 5 pages)

**NOTE: All the information requested above must be received by midnight EST on the closing date or your application will not be considered.**

## **WHAT TO EXPECT AFTER APPLYING**

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

The selectee for the position will be required to obtain and hold a Federal security clearance at the Top Secret//SCI level.

Applicants not selected for further consideration will be notified via email when the position is filled.

## **OTHER IMPORTANT INFORMATION**

**The US-China Economic & Security Review Commission is an EEO employer** and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

**This employment opportunity is also posted on the Commission website at:**  
<http://www.uscc.gov/about/job-opportunities>